



NOTICE OF MEETING

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MONDAY, 13 JUNE 2016 AT 2.00 PM

**COMMITTEE ROOM 1, TOWN HALL, GOSPORT
BOROUGH COUNCIL**

Telephone enquiries to John Haskell, Clerk to the Joint Committee
023 9283 4057

(NB This Agenda should be retained for future reference with the Minutes of this meeting.

The agenda, minutes and non-exempt reports are available to view on-line at
www.portchestercrematorium.org)

Membership of the Joint Committee - 2016/17

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright

Havant Borough Council

To be notified

Fareham Borough Council

Councillor Keith Evans
Councillor Susan Bell

Portsmouth City Council

To be notified

A G E N D A

Welcome and Introductions

1 Apologies for Absence

2 Appointment of Chairman

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2016/17 municipal year should therefore be appointed from one of Gosport's representatives.

3 Appointment of Vice-Chairman

The Vice-Chairman should be appointed from one of Portsmouth's representatives as it will be Portsmouth's turn to act as Chairman for the 2017/18 municipal year.

4 Declarations of Members' Interests

5 Minutes of the Meeting held on 14 March 2016 (Pages 1 - 4)
Attached.

6 Matters Arising from the Minutes not specifically referred to on the Agenda

(a) Minute 676 – Recycling of Metals Scheme – Charitable Nomination

To report that the Rowans Hospice has been awarded £4,445 under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management.

7 Clerk's Items

The Clerk to the Joint Committee will report on any matters requiring attention.

(a) Planning Application – 1 Upper Cornaway Lane

8 Annual Return for the Financial Year Ended 31 March 2016 (Pages 5 - 20)

The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared in compliance with the format prescribed by the Accounts and Audit (England) Regulations 2011.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

RECOMMENDED that the Annual Return for the financial year ending 31 March 2016 be approved and signed as appropriate, as follows -

(a) **Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;**

(b) Section 2 - Annual Governance Statement be approved and signed;

(c) Section 4 - Annual Internal Audit Report be noted.

9 Portchester Crematorium Joint Committee - Annual Report - 2015/16
(Pages 21 - 26)

The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2015/16 financial year.

RECOMMENDED that the annual report for the 2015/16 financial year be noted and received and it be sent for information to each constituent authority.

10 Building Works Programme (Pages 27 - 30)

Report from the Engineer and Surveyor attached.

RECOMMENDED that the Joint Committee notes the contents of the report.

11 Manager and Registrar's Report (Pages 31 - 32)

(a) General Report attached

(b) Any other items of topical interest

12 Horticultural Consultant's Report (Pages 33 - 34)

A report from the Horticultural Consultant on grounds maintenance generally is attached.

RECOMMENDED that the report be received and noted.

13 Grievance and Disciplinary Appeals Committee - Appointment of Representatives

To appoint 3 members and 3 standing deputies to serve on the Appeal Committee, as agreed on 14 June 2010 under minute 360.

14 Building Surveying Consultancy Service

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The purpose of the attached report from the Engineer and Surveyor is to enable the Joint Committee to consider the way in which the building surveying service is provided and to recommend a formalisation of the present arrangements.

RECOMMENDED that the recommendation contained within the report be approved.

15 Portchester Crematorium Grounds Maintenance Contract

Before considering this item the Joint Committee will be asked to pass the following resolution –

RECOMMENDED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of ‘exempt information’ within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

The officers will report on arrangements for inviting tenders for the new grounds maintenance contract due to run from January 2017.

16 Dates of Future Meetings

RECOMMENDED that the Joint Committee meets at 2pm on a rotating basis on the following dates in 2016/17, at the venues indicated –

**Monday 19 September 2016 (Havant)
Monday 12 December 2016 (Portsmouth)
Monday 20 March 2017 (Fareham)
Monday 26 June 2017 (Gosport)**

JH/me
1 June 2016
106130616a

Agenda Item 5

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Havant on Monday 14 March 2016 at 2.00 pm.

Present

Fareham Borough Council

Councillor Sue Bell
Councillor Keith Evans

Gosport Borough Council

Councillor Alan Scard
Councillor Dennis Wright (Vice-Chairman)

Havant Borough Council

Councillor Yvonne Weeks (Standing deputy)

Portsmouth City Council

Councillor Lee Mason

Apologies for Absence (AI 1)

Councillor Tony Briggs (Chairman) engaged on other council business, and Councillors David Guest (Havant BC); Ken Ellcome and Rob New (Portsmouth CC)

Welcome to New Member – Councillor Lee Mason (Portsmouth CC), and Councillor Yvonne Weeks (Havant BC) (standing deputy)

**(Councillor Dennis Wright in the chair
in the absence of Councillor Tony Briggs)**

673 Declarations of Members' Interests (AI 2) – None

674 Minutes of the Meeting held on 14 December 2015 (AI 3)

RESOLVED that the minutes of the meeting held on the 14 December 2015 be signed as a correct record.

675 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None

676 Clerk's Items (AI 5)

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members during January 2016, there was support for the submission of an application for the Rowans Hospice under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application had now been submitted, with the support of the Rowans Hospice who were consulted.

RESOLVED that the action taken be noted.

677 Risk Management Strategy (AI 6)

(TAKE IN REPORT OF THE TREASURER)

In submitting the report members' attention was drawn to the principal changes that had been made to the strategic and operational risk registers previously approved in March 2015.

In considering the report members were advised that the Crematorium's Business Continuity Plan had also recently been reviewed to check that its content and procedures were up-to-date.

RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.

(2) That the revised Strategic and Operational Risk Registers set out in Appendices C and D be approved.

678 Engineer and Surveyor's Report – Planned Maintenance and Building Works Progress Report (AI 7)

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

RESOLVED that the contents of the report be noted.

679 Manager and Registrar's Report (AI 8)

(a) General Report

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In response to questions arising from his report, the Manager and Registrar reported that, as anticipated, there had been a slight reduction in the number of cremations at Portchester.

RESOLVED that the report be received and noted.

(b) Any other items of topical interest - None

680 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

Arising from the report, the Horticultural Consultant mentioned the complementary remarks that had been received from visitors to the gardens following Mothers' Day.

RESOLVED that the report be received and approved.

681 Portchester Crematorium Insurance Tender (Exempt Item) (AI 11)

Before considering this item the Joint Committee -

RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

(TAKE IN EXEMPT REPORT OF THE TREASURER)

The Treasurer advised the Joint Committee on tenders received for the insurance of Portchester Crematorium and the award to Allianz Insurance plc and ACE AUM from 1 April 2016.

RESOLVED that the report be received and noted.

682 Date of Next Meeting (AI 12)

It was noted that the next meeting of the Joint Committee will be at 2pm on Monday 13 June 2016 in the Town Hall, Gosport.

The meeting concluded at 2.20 pm.

Chairman

JH/me
14 March 2016
106140316m.doc

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Agenda Item 8



Report to Portchester Crematorium Joint Committee

Date: **13 June 2016**

Report of: **Treasurer to the Joint Committee**

Subject: **ANNUAL RETURN FOR THE FINANCIAL YEAR ENDED 31 MARCH 2016**

SUMMARY

This report sets out the Annual Return for the financial year ended 31 March 2016.

RECOMMENDATIONS

- (a) That Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved.
- (b) That Section 2 - Annual Governance Statement for Portchester Crematorium Joint Committee be approved.
- (c) That the Income and Expenditure Statement for the year ended 31 March 2016 and Balance Sheet as at 31 March 2016 be noted.

INTRODUCTION

1. The Audit Commission Act 1998 (Section 2 and Schedule 2) required Joint Committees to prepare accounts and undergo an audit separate from their constituent bodies. From 1 April 2015, implementation of the Local Audit and Accountability Act 2014 means that Joint Committees are no longer required to have their accounts separately prepared and audited. The Government has made this change as the appropriate parts of the financial results of Joint Committees are reported in the accounts of their constituent bodies, so they will be audited by auditors appointed to audit the accounts of those bodies, and there is no separate audit appointment.
2. To provide consistency of information for the constituent bodies and to the Joint Committee an Annual Return for 2015/16 has been prepared and comprises the following sections for approval and information:
 - Section 1 - Accounting Statement - recording financial transactions during the year for both revenue and capital schemes.
 - Section 2 - Annual Governance Statement
 - Income and Expenditure Statement for the year ended 31 March 2016 and Balance Sheet as at 31 March 2016.
3. Section 1 - Accounting Statement
The Accounting Statement is presented for approval by the Joint Committee and is supported by details and explanations of the variances between the financial year 2015/16 and the previous financial year 2014/15.
4. Section 2 - Annual Governance Statement
The Annual Governance Statement is presented for approval by the Joint Committee and is supported by details of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.
5. Annual Internal Audit Report
Fareham Borough Council's internal audit 2015/16 Certification Work and Report will be presented to the Joint Committee on completion of their testing which is being undertaken in the first quarter of 2016/17.
6. An Income and Expenditure statement, Balance Sheet, explanatory notes and details of the reserves held by the Joint Committee are then provided to complete the summary of the financial position at year end.
7. The final accounts for the joint Committee show a breakeven outturn in line with the revised budget. It has been possible for a higher contribution to be made to the Capital Works and Repairs and Renewals funds placing the Joint Committee in a stronger financial position to meet future capital works requirements.

Section 1 - Accounting Statement for: Portchester Crematorium Joint Committee

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	1,091,402	1,332,287	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of the previous year.
2. (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year, including funding from a sponsoring body.
3. (+) Total other receipts	1,927,087	1,905,323	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4. (-) Staff costs	(244,349)	(248,995)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6. (-) All other payments	(1,441,313)	(1,448,124)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,332,827	1,541,031	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total cash and short term investments	1,397,220	1,605,968	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9. Total fixed assets plus other long term investments and assets	8,004,620	8,004,620	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

<p>I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.</p> <p>Signed by Responsible Financial Officer</p> <p>_____</p> <p>Date: _____</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>_____</p> <p>And recorded as minute reference:</p> <p>_____</p> <p>Signed by Chair of meeting approving these accounting statements.</p> <p>_____</p> <p>Date: _____</p>
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8. EXPLANATIONS OF VARIANCES BETWEEN ACCOUNTING YEARS

8.1 Annual Return - Other Receipts (line 3)

8.1.1 Income from charges and sales of £1,905,323 was £19,523 above the revised budget and £21,764 lower than the previous year. The number of cremations carried out during 2015/16 has totalled 3,240 of which 26 were carried out at no charge. This represents a decrease of 171 (5%) compared with the previous financial year's total of 3,411, and a decrease of 720 (18%) compared with the total in 2013/14. The numbers of cremations for 2015/16 and the four previous financial years are set out in the table below. Income from cremation fees has fallen in line with the reduced numbers set out below, and was below the level set for budgeting purposes by £3,300 which is the equivalent of 6 cremations. Income from other areas, such as memorial cards and organ music, has fallen reflecting a continuation in the trend of a small decline in demand for these services. £26,137 has been received from the CAMEO TMAC scheme.

	Cremations				
	2011/12	2012/13	2013/14	2014/15	2015/16
Cremations at nil charge (under 16)	26	22	27	22	26
	3,952	4,080	3,933	3,389	3,214
Total cremations	3,978	4,102	3,960	3,411	3,240

	Actual 2014/15 £	Actual 2015/16 £	Budget 2015/16 £
Variation between accounting years			
<u>INCOME</u>			
Garden Improvement fund contributions	0	0	1,500
Memorial Cards	7,016	7,889	8,000
Cremation Fees	1,762,280	1,767,700	1,771,000
Book of Remembrance	56,462	54,161	54,600
Organ Music	45,471	38,005	43,000
CAMEO TMAC	48,680	26,137	0
Web broadcasting services	0	1,150	1,500
Other	7,178	10,281	6,200
TOTAL INCOME	1,927,087	1,905,323	1,885,800
Variation		-21,764	
Expressed as a percentage		-1.13%	

8.2 Annual Return – Staff Costs (line 4) and Other Payments (line 6)

STAFF COSTS AND OTHER PAYMENTS

- 8.2.1 Employee expenditure of £248,995 was below the revised estimate of £251,600 for 2015/16 by £2,605. Most areas were close to budget, with Overtime being £1,851 lower than anticipated.
- 8.2.2 Other expenditure of £1,448,124 was £6,811 higher in 2015/16 than the previous year. The main project for the year against the premises repairs and renewals programme has been the South Chapel refurbishment which is completed.

	Actual 2014/15	Actual 2015/16	Budget 2015/16
	£	£	£
Variation between accounting years			
EXPENDITURE			
Premises expenditure	481,427	441,988	458,800
Contribution to Constituent Authorities	600,000	500,000	500,000
Capital Expenditure	97,910	0	0
Repairs and Renewals Expenditure	0	244,985	244,600
Supplies and Services	261,976	261,151	255,400
TOTAL EXPENDITURE	1,441,313	1,448,124	1,458,800
Variation		6,811	
Expressed as a percentage		0.47%	

PREMISES

- 8.2.3. **Repairs and Maintenance.** The total budget for premises repairs and maintenance, including grounds expenditure and energy costs, was £458,800. Actual expenditure of £441,988 was £16,812 below the revised budget level. Repairs and Maintenance is over budget by £11,506 due to essential service costs, and grounds expenditure is under budget by £3,352.
- 8.2.4 **Energy Costs.** Reduced energy consumption and competitive prices meant that actual expenditure of £103,208 was £21,292 lower than the revised budget provision of £124,500 for this area of expenditure and £14,051 lower than in the previous financial year.

SUPPLIES AND SERVICES

- 8.2.5 Expenditure of £261,151 in this area exceeded the revised budget of £255,400 by £5,751. Consultants Fees were £7,222 above budget as a result of the Insurance tender CCS broker fee and Planned Maintenance specification fees being incurred. Expenditure in both of these areas provide savings going forward in the relevant areas that have been separately reported.

REPAIRS AND RENEWALS/CAPITAL WORKS FUND

- 8.2.6 During 2015/16 expenditure of £244,985 has been set against the Repairs and Renewals fund which was in line with budget, and a contribution of £103,187 has been made in 2015/16. The balance of the fund being carried forward at the end of 2015/16 is £58,202, this is set out in Paragraph 10.3.

- 8.2.7. There has been no expenditure from the capital works fund during 2015/16. The contribution from revenue to the Capital Works Fund was set at £340,000 for 2015/16, however it has been possible to recognise a contribution of £350,000. The balance of the fund being carried forward at the end of 2015/16 is £1,341,425, this is set out in Paragraph 10.3.
- 8.2.8 £1,509 of contributions towards the Garden Improvement Fund has been received in 2015/16. It is proposed that the accumulated balance of £2,416 at the end of 2015/16 is carried forward to purchase a new bench in 2016/17.
- 8.3 Annual Return - Cash and Short Term Investments have increased in 2015/16 enabling a replenishment of balances held to support future capital expenditure.

Variation between accounting years (line 8)	2014/15	2015/16
<u>CASH AND SHORT-TERM INVESTMENTS</u>	£	£
Short Term Investment	1,091,400	1,332,800
Cash at Bank and In Hand	305,820	273,168
	<u>1,397,220</u>	<u>1,605,968</u>
Variation		208,748
Expressed as a percentage		14.94%

8.4 Annual Return - Fixed and Long Term Assets (line 9)

Historically, asset values have been included in the Annual Return at net current value. However, in line with proper practices as noted in Governance and Accountability for Local Councils each asset should be recorded on the asset register as its original purchase cost or where this is not known, a proxy value should be included. These values remain unchanged on the Annual Return until disposal, with only subsequent additions being added to the figure. Therefore the 2013/14 value of £7,906,707 increased in 2014/15 with additions of £97,910 as shown in the breakdown below, with no further additions in 2015/16.

	2013/14 £	2014/15 £	2015/16 £
<u>BUILDINGS</u>			
CREMATORIUM	2,401,353	2,401,353	2,401,353
New Paved Areas to Gardens	38,859	38,859	38,859
Improvements to Public Waiting Facilities	831,884	831,884	831,884
Replace Glazed Conservatory Roof	15,541	15,541	15,541
Renew Conservatory Glazed Screen	25,394	25,394	25,394
Overflow car park enlargement	105,901	105,901	105,901
EPA - Phase 2 Mercury Abatement scheme	151,844	151,844	151,844
CREMATORIUM	718,099	718,099	718,099
Staff Facilities	30,024	30,024	30,024
TOTAL BUILDINGS	4,318,899	4,318,899	4,318,899
<u>PLANT & EQUIPMENT</u>			
New Cremators - EPA 1990	1,250,073	1,250,073	1,250,073
Refuse Compactor	14,341	14,341	14,341
New cremulator	21,952	21,952	21,952
Replace cremator venturi ducts/nozzles	34,004	34,004	34,004
Cremator furnace relining	75,468	75,468	75,468
EPA - Phase 2 Mercury Abatement scheme	1,794,013	1,794,013	1,794,013
Cremator furnace relining	39,540	39,540	39,540
Cremators Hearth Replacement	19,858	19,858	19,858
Analyser Renewal	121,017	121,017	121,017
Mercury Abatement Scheme Retention			
Release	128,052	128,052	128,052
Cremator furnace relining	89,493	89,493	89,493
14/15 Additions : Cremator furnace relining		78,408	78,408
14/15 Additions : Hearth Replacement		19,502	19,502
TOTAL PLANT & EQUIPMENT	3,587,811	3,685,721	3,685,721
<u>TOTAL FIXED ASSETS</u>	7,906,710	8,004,620	8,004,620

Section 2 – Annual Governance Statement

We acknowledge as the members of **Portchester Crematorium Joint Committee** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed -		'Yes'
	Yes	No	Means that the body :
1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES		prepared its accounting statements in the way prescribed by law.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5. We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

This annual governance statement is approved by the body and recorded as minute reference :		Signed by:	
_____		Chair	_____
Dated: _____		Dated	_____
		Signed by:	
		Clerk	_____
		Dated	_____

9. SUPPORTING THE ANNUAL GOVERNANCE STATEMENT FOR 2015/16

9.1 The table below sets out a short explanation of the key components upon which the Joint Committee has relied in agreeing each aspect of the Annual Governance Statement.

1	<ul style="list-style-type: none"> The accounting statements, prepared in the way prescribed by law, were approved by the Joint Committee on 13 June 2016 under minute []
2	<ul style="list-style-type: none"> The appointment of a professionally qualified and experienced Treasurer and Deputy Treasurer. A system of internal audit undertaken separately by Fareham BC. The Joint Committee's standing orders and Financial Regulations. The adoption of policies in respect of anti-fraud and corruption, and whistle blowing. External Audit and Internal Audit issues arising and subsequent actions reported to the Joint Committee during 2015/16.
3	<ul style="list-style-type: none"> The Joint Committee is a single purpose body whose officers are well qualified and experienced to undertake their respective roles. The roles and responsibilities of the Joint Committee and the officer functions with clear delegations of their responsibilities are defined in the Memorandum of Agreement between the four constituent authorities and the scheme of delegation to officers. There is a financial strategy and capital programme approved annually. Decisions by the Joint Committee are taken on the basis of written reports from the officers. The Joint Committee is a member of the Federation of Burial and Cremation Authorities (FBCA) and complies with its code of practice and the law on cremation.
4	<ul style="list-style-type: none"> The accounts are open for public inspection, of which public notice is given annually in accordance with the regulations. The agendas, minutes and reports of each Joint Committee meeting are published on the Portchester Crematorium web site and are open for public inspection. An annual report is published and sent to each of the four constituent authorities.
5	<ul style="list-style-type: none"> The Joint Committee has in place a risk management policy and risk registers which are reviewed periodically. Specific risk registers are prepared when needed – for example in respect of the mercury abatement project. There is a business continuity plan. There is a biennial health and safety audit. The FBCA undertook an inspection in November 2009. Zurich Mutual was the Joint Committee's insurer during 2015/16.
6	<ul style="list-style-type: none"> Fareham BC's internal audit service carries out an annual review and every two years it carries out a planned programme of work based on a comprehensive risk assessment. The effectiveness of the internal audit function is undertaken by Fareham BC's Audit Committee, and reviewed annually. External Audit and Internal Audit issues arising and subsequent actions reported to the Joint Committee during 2015/16.
7	<ul style="list-style-type: none"> External Audit and Internal Audit Reports, issues arising and subsequent actions reported to the Joint Committee during 2015/16.
8	<ul style="list-style-type: none"> Any relevant matters have been included within the accounting statements.

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

	Net Expenditure 2015/16 £
<u>EXPENDITURE/INCOME ON SERVICE</u>	
Employees	248,995
Premises	686,974
Supplies and Services	261,152
Depreciation	334,253
Income	-1,901,841
Cost of Services	-370,467
Other Operating Expenditure	
Pension interest costs and expected return on pension assets	24,000
Interest Receivable	-3,482
Surplus on Provision of Service	-349,949
Actuarial gains / losses on pension assets / liabilities	-24,000
Total Comprehensive Income and Expenditure	-373,949
Reverse actuarial gains / losses on pension assets / liabilities	24,000
Contributions to Constituent Authorities	500,000
Reverse Depreciation of Fixed Assets included in Cost of Service	-334,253
Contributions to Capital Works Fund	350,000
Contributions to Repairs & Renewals Fund	103,187
Contribution to / from pensions reserve	-24,000
Contribution from reserves to finance repairs and renewals / capital works	-244,985
	0

BALANCE SHEET AS AT 31 MARCH 2016

<u>2014/15</u> £	<u>Property, Plant & Equipment</u>	<u>2015/16</u> £
4,960,146	Land and buildings	4,822,421
2,206,255	Plant and equipment	2,009,727
<u>7,166,401</u>	Long Term Assets	<u>6,832,148</u>
1,091,400	Short Term Investments	1,332,800
13,308	Short term debtors & Prepayments	13,098
305,820	Cash - at Bank and in hand	273,168
<u>1,410,528</u>	Current Assets	<u>1,619,066</u>
-76,794	Short Term Creditors	-75,621
-907	Receipts in advance	-2,416
<u>-77,701</u>	Current Liabilities	<u>-78,037</u>
-775,000	Pension scheme liability	-755,000
<u>-775,000</u>	Long Term Liabilities	<u>-755,000</u>
<u>7,724,228</u>	Net Assets	<u>7,618,177</u>
	Reserves	
-1,332,827	Usable Reserves	-1,541,029
-6,391,401	Unusable Reserves	-6,077,148
<u>-7,724,228</u>	Total Reserves	<u>-7,618,177</u>

10. BALANCE SHEET AS AT 31 MARCH 2016

10.1. The Balance Sheet shows the final financial position of the Joint Committee as at 31 March 2016. This includes items that are not separately disclosed as part of the Annual Return, namely revaluation and depreciation of non-current assets, short-term debtors and creditors and Pension Scheme Liability and Reserves that are held by the Joint Committee. These are set out in greater detail in the notes below.

	Land & Buildings	Plant & Equipment	Revaluation Restatement	Total
Net Book Value	£	£	£	£
At 1 April 2014	4,318,899	3,587,811		7,906,710
Additions	0	97,910		97,910
Donations				0
As at 31 March 2015	4,318,899	3,685,721		8,004,620
Crematorium Building Revaluation in 2013/14			1,107,665	1,107,665
Accumulated Depreciation and Impairment				
At 1 April 2014	-333,288	-1,282,940		-1,616,228
Depreciation charge	-133,130	-196,526		-329,656
Impairment Losses				0
As at 31 March 2015	-466,418	-1,479,466	0	-1,945,884
Net Book Value				
At 31 March 2015	3,852,481	2,206,255	1,107,665	7,166,401
	Land & Buildings	Plant & Equipment	Revaluation Restatement	Total
Net Book Value	£	£	£	£
At 1 April 2015	4,318,899	3,685,721		8,004,620
Additions	0	0		0
Donations				0
As at 31 March 2016	4,318,899	3,685,721		8,004,620
Crematorium Building Revaluation in 2013/14			1,107,665	1,107,665
Accumulated Depreciation and Impairment				
At 1 April 2015	-466,418	-1,479,466		-1,945,884
Depreciation charge	-137,725	-196,528		-334,253
Impairment Losses				0
As at 31 March 2016	-604,143	-1,675,994	0	-2,280,137
Net Book Value				
At 31 March 2016	3,714,756	2,009,727	1,107,665	6,832,148

10.2 Short-Term Debtors and Short-Term Creditors

The variation between Short Term Debtors and Short Term Creditors is set out in the table below :-

	2014/15 £	2015/16 £
<u>Debtors</u>		
Short Term Debtors – Fees	13,308	13,098

The year end Debtors have reduced overall as at 31 March 2016 by £210.

	2014/15 £	2015/16 £
<u>Creditors</u>		
Short Term Creditors	76,794	75,621
Fareham Borough Council	16,382	27,075
Facultative Technologies	17,686	0
Grounds Maintenance	8,063	9,010
Public Utilities	9,859	7,241
Consultants Fees	0	5,210
Medical Referees	18,036	16,434
Other Creditors	5,851	6,171
HMRC	917	4,480

The year end Creditors have decreased overall as at 31 March 2016 by £1,173.

10.3 Usable Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure during 2015/16.

	Balance at 1 April 2015 £	Transfers Out 2015/16 £	Transfer In 2015/16 £	Balance at 31 March 2015 £
General Fund	141,402	0	0	141,402
Capital Works Fund	991,425	0	350,000	1,341,425
Repairs & Renewals Fund	200,000	-244,985	103,187	58,202
Total	1,332,827	-244,985	453,187	1,541,029

10.4 Unusable Reserves

Unusable Reserves summary	2014/15	2015/16
	£	£
Revaluation Reserve	1,588,047	1,543,999
Capital Adjustment Account	5,578,354	5,288,149
Pensions Reserve	-775,000	-755,000
	<u>6,391,401</u>	<u>6,077,148</u>

Revaluation Reserve

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. An increase in valuation was recognised in 2013/14 following a revaluation of the crematorium buildings.

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement. Depreciation, impairment losses and amortisation are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Joint Committee as finance for the costs of acquisition, construction and enhancement.

Capital Adjustment Account	2014/15	2015/16
	£	£
Opening Balance as at 1 April	5,766,052	5,578,354
Capital financing from revenue in year	97,910	0
Less depreciation provision in year	-329,656	-334,253
Historical Cost Adjustment	44,048	44,048
Balance as at 31 March	<u>5,578,354</u>	<u>5,288,149</u>

Pensions Reserve

The Local Government Pension Scheme (LGPS) is administered by Hampshire County Council. This is a funded defined benefit final salary scheme, meaning that the Joint Committee and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Joint Committee accounts for post employment benefits in the Income and Expenditure Accounts as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Committee makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Joint Committee has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Pension Reserve	2014/15	2015/16
	£	£
Opening Balance	-648,000	-775,000
Net service cost	-47,000	-56,000
Interest income on assets	50,000	41,000
Interest cost	-78,000	-65,000
Actuarial gain / loss	-206,000	85,000
Contributions to liabilities	154,000	15,000
Closing Balance	<u>-775,000</u>	<u>-755,000</u>

Background Papers

Report to the Portchester Crematorium Joint Committee 'Revenue Budget 2015/16 December 2014.

Report to the Portchester Crematorium Joint Committee 'Annual Return 2014/15' June 2015.

Report to the Portchester Crematorium Joint Committee 'Comprehensive Income and Expenditure Statement 2014/15' June 2015.

Andy Wannell CPFA
Treasurer to the Joint Committee
Civic Offices
Fareham

For further information on this report please contact Kate Busby on 01329 824685.

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Agenda Item 9



**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
13 JUNE 2016**

REPORT BY: CLERK TO THE JOINT COMMITTEE

PORTCHESTER CREMATORIUM JOINT COMMITTEE – ANNUAL REPORT – 2015/16

1. Purpose

1.1 The purpose of this report is to place on record and inform members of the principal work of the Joint Committee during the 2015/16 financial year.

2. Recommended that this Annual Report for the 2015/16 financial year be noted and received and that it be sent for information to each constituent authority.

3. Background

3.1 The Joint Committee operates under a Memorandum of Agreement between Fareham Borough Council, Portsmouth City Council, Gosport Borough Council and Havant Borough Council. Two members from each of the constituent authorities make up the 8 person Joint Committee. The constituent councils have delegated to the Joint Committee all the powers of the constituent authorities with respect to the provision and maintenance of the crematorium.

3.2. The agreement sets out the constitution of the Joint Committee; the objectives of the crematorium and relationships between the constituent authorities. The agreement also sets out the minimum number of meetings (three) to be held annually for the general business of the Joint Committee, although in practice to meet various statutory reporting deadlines four meetings are held.

3.3 The membership of the Committee in the 2015/16 financial year was –

Councillor Sue Bell (Fareham BC)	
Councillor Keith Evans (Fareham BC)	
Councillor Tony Briggs (Havant BC)	Chairman
Councillor David Guest (Havant BC)	
Councillor Alan Scard (Gosport BC)	
Councillor Dennis Wright (Gosport BC)	Vice-Chairman
Councillor Ken Ellcome (Portsmouth CC)	
Councillor Robert New (Portsmouth CC)	

The chair and vice-chairmanship rotates between authorities annually.

3.4 The Joint Committee met on 4 occasions during the 2015/16 financial year:

15 June 2015	14 September 2015	14 December 2015
14 March 2016		

Minutes of each of these meetings and the reports considered are available for viewing on the Portchester Crematorium Web Site, which has a direct link to the Portsmouth City Council website where the documents are stored.

3.5 The meetings of the Joint Committee have been supported by the Clerk (John Haskell), Treasurer (Andy Wannell), Engineer and Surveyor (Terry Garvey), and their respective deputies, together with the Horticultural Consultant (Ashley Humphrey) and the Manager and Registrar (James Clark). They report to the committee on financial and procedural matters including the operation of the crematorium and the quality of the service provided, which includes the grounds and buildings and plant to ensure the highest standards continue to be maintained.

3.6 Meetings are held on a rotational basis at each of the authorities principal offices, with full public notice of and access to these meetings.

4. The Joint Committee's Role and Responsibilities

4.1 The Joint Committee decides the overall policies to be adopted including approving a capital and maintenance works programme, consideration of and approval of accounts, and setting the scale of fees and charges. These could effectively be described as the Joint Committee's core functions.

5. Crematorium Development Plan 2015 - 2020

5.1 The purpose of the Development Plan is to look at medium term developments in the period to 2020, and in the longer term beyond 2020, and to set out the Joint Committee's intended course of action. The plan seeks to cover the principal strategic and operational issues relating to the crematorium's functions. The Development Plan is reviewed biennially; the current plan being approved in March 2015.

6. Activities in respect of the Joint Committee's Core functions

6.1 Action taken in respect of each of the core functions can be briefly summarised as follows:

(a) Financial Policies including Fees and Charges

The Joint Committee, at its meeting on the 14 December 2015, approved a comprehensive Finance Strategy for 2016/17, providing a clear overview of the Joint Committee's financial framework. It also aimed at providing added assurance to the Committee and to the constituent authorities that sound and effective arrangements are in place to manage the Crematorium's finances. This strategy built on similar strategies approved annually by the Joint Committee since 2008. The current strategy also recognises that since December 2013 the operating environment of Portchester Crematorium

significantly changed with the opening of a private crematorium on the East Hampshire/Havant border. (See also (i) below – monitoring the levels of service).

The Joint Committee at its December 2015 meeting also approved the revenue budget for 2016/17 together with a revised capital works programme, and the repairs and renewals programme for 2015/16 & 2016/17. In approving the budget, the Joint Committee also set the levels of fees and charges operable from the 1 April 2016.

The Committee's actual income and revenue expenditure (for the financial year ending 31 March 2015) was reviewed and noted by the Joint Committee at its meeting on the 15 June 2015.

(b) Annual Financial Return for 2014/15

In June 2015 the Joint Committee approved and published its annual financial return 2014/15, which was then submitted to its external auditors.

The Annual Return also includes an annual governance statement (AGS). In summary the purpose of the AGS is to set out the Joint Committee's responsibilities and explain the system of governance that exists for the effective exercise of the committee's functions, including internal control, preparation of accounting statements, management of risk and the arrangements for review.

(c) External Audited Annual Return for the Year Ending 31 March 2015

At the September 2015 meeting the Joint Committee was advised and noted that the external audit had been completed and that the auditors had provided an unqualified certificate and opinion.

(d) Risk Management

The Joint Committee introduced comprehensive risk management arrangements in a formalised way in 2006. This included the publication of a set of strategic and operational risk registers and adoption of an action plan to mitigate the higher risks. The registers and the action plan are periodically reviewed by the officers. In March 2016 the Joint Committee received a comprehensive report providing the opportunity for members to review the risk management framework that was in place. A Risk Management Strategic Framework and Policy, together with revised Strategic and Operational Risk Registers has been approved.

(e) Crematorium Insurance

Following a tender exercise contracts for insurance at the crematorium were awarded to Allianz Insurance plc and ACE AUM, operative from 1 April 2016. These new contracts provide a significant saving against the 2015/16 premiums.

(f) Developing and Enhancing the Crematorium's Services

At the meeting in September 2013 the Joint Committee approved a report setting out a range of initiatives aimed at developing further and enhancing the established quality of the services provided by the Crematorium. Since September 2013 the various initiatives have been implemented and the Joint Committee has received reports when appropriate –

- Provision of video screens in each chapel – *introduced Spring 2014, to enable family tributes to be shown.*
- Video streaming of services through the internet – *Full sound and vision service available from Autumn 2014.*
- Extending the length of two morning and two afternoon services – *introduced during early Summer 2014, and now ensured that, so far as possible, services kept to advertised times.*
- Books of Remembrance available on line – *available from 2014.*
- Refreshing the Crematorium's Web-site – *work in progress*
- Crematorium logo – *adopted December 2015 to improve image and web site theme*
- South Chapel – Upgrade and Refurbishment – *Work completed December 2015 – see item (g) below.*

(g) South Chapel Refurbishment

Work to refurbish the South Chapel was undertaken during autumn 2015 outside normal service hours. It was successfully completed by Vear Building Services Ltd in December 2015, after being appointed following a tender process.

The work followed the decision in September 2013 to seek the services of a design consultant to advise on chapel design and décor. The Joint Committee in June 2014, after a presentation, appointed Robert Benn Associates (RBA) to progress a design scheme for the refurbishment of the South Chapel. The key points of the implemented scheme are that –

- The design features aim to respect the 1950's style of building;
- Light coloured wood panelling has been provided affixed to parts of the walls, which is demountable and durable so that when necessary access can be obtained to services;
- Specialist lighting plays a key feature;
- New carpeting has been provided;
- Air conditioning has been installed;
- A new curtain is still to be provided.

(h) Repairs and Renewals Programme

Various minor items of work were undertaken during the year. A range of other work has been undertaken during 2015/16, and this includes -

- Mercury Abatement project – sound attenuation
- Works to Mess Room
- Internal redecoration to North Chapel, foyer and WC
- Steam Cleaning paving
- Works to Crematory and committal areas
- External redecoration – rolling programme

The Joint Committee has also agreed a range of other work to be undertaken during 2016/17, and this includes –

- External redecoration – rolling programme further work
- Paving works cleaning and re-pointing
- Staff room refurbishment
- Internal redecoration- charge and cremation room
- Water feature – review
- Provision of accessible door to main office

(i) Monitoring the Levels of Service

The Joint Committee continued to receive at each meeting relevant reports from the officers on their specific areas of responsibility thus enabling members to monitor and discuss as appropriate with officers any particular aspects of the crematorium's operations. The reports included a monitoring statement from the Manager and Registrar on the levels of cremation and other statistical information for the preceding period, which showed at the end of the financial year a total of 3,240 registered cremations (a reduction from the 3,411 cremations undertaken in 2014/15).

(j) The Crematorium Grounds

The annual horticultural maintenance programme continued to be implemented and this included –

- Shrub and bulb planting including the replacement of dead or dying plants;
- Tree pruning, including felling where appropriate;
- Shrub pruning;
- Maintaining the magnificent floral displays and the lawns.

The Joint Committee in December 2015 endorsed action being taken by the Manager and Registrar to increase the frequency of clearance of personal objects left in the grounds contrary to the long standing policy against the provision of permanent memorials.

(k) Provision of Contracted Services

During the year the Joint Committee has considered reports in respect of various matters relating to contracted services, including those providing building consultancy support services.

(l) Recycling of Metals Scheme – Charitable Payments

The Joint Committee in September 2015 approved the submission of an application for the Macmillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. A similar application was supported for the Rowans Hospice in March 2016. Both applications were successful and resulted in payments from the scheme.

7. Conclusion

7.1 It will be seen from this report that the Joint Committee continues to function effectively through the members appointed to serve on it by their respective authorities. Much of the Joint Committee's work continues to be of a recurring but important nature. During the year particular attention has focussed upon work to refurbish to a very high standard the décor of the South Chapel, making it a much appreciated asset by all who visit the Crematorium.

.....
John Haskell
Clerk to the Joint Committee

Background List of Documents –
Section 100D of the Local Government Act 1972: None

JH/me
25 May 2016

REPORT TO PORTCHESTER CREMATORIUM JOINT COMMITTEE ON 13 JUNE 2016
FROM ENGINEER AND SURVEYOR
BUILDING WORKS REPORT

	Repairs & Renewals Fund £	Repairs & Renewals Budget £	Repairs & Renewals Expenditure £	Repairs & Renewals Status Commentary
Balance 1.4.2016	55,015			
Contribution from Revenue Account 2016/17	<u>80,000</u>			
	135,015			
Proposed applications 2016/17				
-1502-3 South Chapel refurbishment		5,436	0	Retention & fees Feasibility and costing exercise of works to incorporate safety railing undertaken. Order raised with Steel Services 20/1/16. Start date to be agreed between contractor and Manager & Registrar.
-1509 Works to Mess Room		2,600	In Progress	
-1510 Crematory / Committal areas		9,000	Feasibility	Crematory / Committal Area – Site visits on the 16 th February with manufactures of flooring material. Issue identified with suitability of materials proposed. Further discussion required.
-1708 External Paving and Walls			Quotation to be obtained	Post budget preparation, Area of defective paving and wall identified for remedial work.
-1701 Roofing Programme - Survey, clearance and initial Repairs (see Capital Programme)				
-1702 External redecoration		60,000		
-1703 Paving Works cleaning and repointing		40,000		
-1704 Staff Room Refurbishment		2,500		
-1705 Internal Redecoration – Charge & Cremation Room		3,000		
-1706 Internal Redecoration – South Cloister Toilets		1,500		
-1707 Water Feature Review		4,000		
-1708 Review compliance with Disability Discrimination Act And Provide new accessible door to the office		<u>4,000</u>		
		132,036		
Estimated Balance 31.3.2017	2,979			
Contribution from Revenue Account 2017/18	<u>80,000</u>			
	82,979			
Proposed applications 2017/18				
Estimated Balance 31.3.2018	<u>82,979</u>			

REPORT TO PORTCHESTER CREMATORIUM JOINT COMMITTEE ON 13 JUNE 2016
FROM THE ENGINEER AND SURVEYOR
BUILDING WORKS REPORT

	Repairs & Renewals Fund £	Repairs & Renewals Budget £	Repairs & Renewals Expenditure £	Status	Repairs & Renewals Commentary
Balance 1.4.2015	200,000		200,000		
Contribution from Revenue Account 2015/16	80,000		100,000		
	<u>280,000</u>		<u>300,000</u>		
Proposed applications 2015/16					
-1502-3 South Chapel refurbishment		205,000	226,232	In Progress	
-1508 Water Feature		3,000	1,650	In Progress	
-1509 Works to Mess Room		2,600		In Progress	Feasibility and costing exercise of works to incorporate safety railing undertaken. Order raised with Steel Services 20/1/16. Start date to be agreed between contractor and Manager & Registrar.
-1510 Crematory / Committal areas		9,000		Feasibility	Crematory / Committal Area – Site visits on the 16 th February with manufactures of flooring material. Issue identified with suitability of materials proposed. Further discussion required.
-1601 Internal redecoration – North Chapel and Foyer, WC		15,000	11,827	Complete	Complete for 2015/16
-1602 External redecoration – rolling programme		5,000	805	Complete	Works identified to the external North Cloister including remediation of leak, completed by T Coleborn
-1603 Steam cleaning paving – rolling programme		3,000	543	Complete	Complete for 2015/16
-1606 Renewal of white lining		2,000	675	Complete	Complete for 2015/16
-1608 External Paving and Walls				Quotation to be obtained	Post budget preparation, Area of defective paving and wall identified for remedial work.
-1701 Roof top rail				Quotation to be obtained	Post budget preparation, Area of defective paving and wall identified for remedial work.
		<u>244,600</u>	<u>244,985</u>		
Estimated Balance 31.3.2016	35,400		55,015		
Contribution from Revenue Account 2016/17	80,000		80,000		
	<u>115,400</u>		<u>135,015</u>		
Proposed applications 2016/17					
-1701 Roofing Programme - Survey, clearance and initial					

Repairs (see Capital Programme)	
-1702 External redecoration	60,000
-1703 Paving Works cleaning and repointing	40,000
-1704 Staff Room Refurbishment	2,500
-1705 Internal Redecoration – Charge & Cremation Room	3,000
-1706 Internal Redecoration – South Cloister Toilets	1,500
-1707 Water Feature Review	4,000
-1708 Review compliance with Disability Discrimination Act	
And Provide new accessible door to the office	4,000
	<hr/>
	115,000
Estimated Balance 31.3.2017	<hr/>
	400

Quotations being obtained for this work.

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Agenda Item 11

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
13th JUNE 2016**

REPORT BY: MANAGER AND REGISTRAR

STATISTICS

1. MONTHLY COMPARISON

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
MAR	376	299	323	307
APRIL	409	284	289	312
MAY	376	289	291	264

2. TOTAL CREMATIONS

	<u>YEAR</u>	<u>TO END MAY</u>
2013	4248	2020
2014	3356	1520
2015	3329	1582
2016	-	1489

3. DISPOSAL OF REMAINS

Ashes received from other Crematoria.....	36
i) Total disposals within grounds.....	320
ii) Remains removed from crematorium.....	527
iii) Retained.....	36
TOTAL	883

Scattered 38% Removed 62%

4. GAS CONSUMPTION

Total gas consumption (cu.m.).....48003*

Total cremations.....799*

Average gas consumption(cu.m).....60

* To 20th May 2016

JAMES CLARK
MANAGER & REGISTRAR
26TH MAY 2016

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Agenda Item 12



REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE
Monday 13 June 2016

REPORT BY: THE HORTICULTURAL CONSULTANT

CREMATORIUM GROUNDS – GENERAL UPDATE

The grounds continue to look good as we approach summer.

Sadly we lost the large Atlantic Cedar in the car park. The tree was dangerous following storm damage which exposed substantial decay in the trunk. It is my intention to plant a replacement in the autumn.

The spring bedding plants have been replaced with summer bedding which should provide a fantastic display throughout the summer and into October.

I am disappointed to report the theft of approximately 10 plants from the displays by the waiting rooms, and these have now been replaced.

The bulb areas in the lawns will be cut down shortly - we have to leave these to die back as much as possible to promote flowering next year.

A replacement litter bin has been installed by the book room. Two new seats have been ordered to replace old worn out seats that were beyond repair and these seats should be installed early in July.

The contractor Brighstone continues to perform very well and I am pleased with their work.

Ashley Humphrey
Horticultural Consultant

Background List of Documents –
Section 100D of the Local Government Act 1972 - None

AH/me
31 May 2016

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